

Concurrent Enrollment Program Student Handbook

2023-2024

[Publish Date]

Bobbi Yarbrough

[Welcome 3](#_Toc190880720)

[Concurrent Enrollment 3](#_Toc1651314139)

[Concurrent Enrollment 3](#_Toc214271918)

[High School and Home School Concurrent Enrollment Policy 3](#_Toc1307891636)

[General Education: 4](#_Toc1156016124)

[Career and Technical Education (CTE)/non-Secondary Career Center programs: 4](#_Toc438295271)

[Secondary Career Center (SCC) Programs: 4](#_Toc1296227453)

[Academics 4](#_Toc1958594315)

[Academic Advisors 4](#_Toc1513043331)

[Courses 5](#_Toc1266076108)

[COURSE Schedule Online 5](#_Toc1888872958)

[Syllabus 5](#_Toc1336008817)

[Class Attendance 5](#_Toc2142208356)

[Attendance Policy/Administrative Withdrawal Policy 5](#_Toc1509281727)

[Dropping a Class 6](#_Toc842282601)

[Final Exams 7](#_Toc678632170)

[Grading System 7](#_Toc1709776472)

[In-Progress Grade (Incomplete Grade) 7](#_Toc1756897541)

[Continuing Eligibility 7](#_Toc889264621)

[Academic Honor Code 7](#_Toc341233517)

[Student Evaluations of Faculty 8](#_Toc968106047)

[The Family Educational Rights and Privacy Act (FERPA) 9](#_Toc103512555)

[Transitioning and Transferring Credit to College 9](#_Toc1119367656)

[Arkansas Course Transfer System (ACTS) 9](#_Toc705145343)

[Transfer Services 10](#_Toc1704487494)

[Transcripts 10](#_Toc1196865320)

[Information Technology 11](#_Toc886888763)

[HELP CENTER 11](#_Toc246289950)

[UACCM Portal 11](#_Toc36037221)

[CampusConnect 11](#_Toc885647509)

[Blackboard Learn 11](#_Toc15036918)

[Student E-mail 11](#_Toc1703554889)

[Bring Your Own Device Recommendations 11](#_Toc1241272453)

[Student and Support Services 13](#_Toc2088357445)

[Academic Commons 13](#_Toc487310570)

[Tutoring 13](#_Toc896466568)

[Student Development 14](#_Toc179583039)

[Testing Services 14](#_Toc507272845)

[Student Study Lounges 14](#_Toc1687086933)

[Tuition, Fees, & Books 15](#_Toc675398753)

[Financial Aid 15](#_Toc1984413573)

[Tuition and Fees 15](#_Toc1689870341)

[Online Payment Options 15](#_Toc761677488)

[UACCM Bookstore 15](#_Toc1820699195)

[ID, Parking, & Campus Safety 16](#_Toc1923874206)

[Photo Identification 16](#_Toc115553104)

[Parking/Registering Vehicles 16](#_Toc1330856830)

[Emergency Alert System 16](#_Toc198519238)

[Severe Weather Policy 16](#_Toc421443425)

[Student Code of Conduct 16](#_Toc1270952739)

[Public Safety Department/Campus Police 17](#_Toc1299878985)

[Security/Safety 17](#_Toc1803743038)

[Security Awareness & Crime Prevention Programs 17](#_Toc1920528370)

[Illness or Accident 17](#_Toc844003112)

[Contacts 18](#_Toc401687343)

[Academic Calendar 19](#_Toc1928504550)

# Welcome

*It is a pleasure to welcome you to the University of Arkansas Community College at Morrilton! The UACCM Concurrent Enrollment Program is a partnership between UACCM and area school districts. This program gives you the opportunity to enhance or complement your high school or home school program while preparing you for the academic challenges of college before you begin your full-time college studies.*

*This publication serves as a guide to your concurrent enrollment at UACCM. As an official registered non-degree seeking UACCM student, you need to become familiar with the information and reference it during your concurrent enrollment studies.*

*If you have a question or need assistance in anyway, please contact us.*

*I wish you the best with your studies, this year and in the years to come.*

*Mr. Darren Jones*

*Vice Chancellor for Student Services*

# Concurrent Enrollment

## Concurrent Enrollment

Act 1097 of 1991 and Act 936 of 2007 of the Arkansas General Assembly provides for students who are enrolled in an accredited high school and meet the admission standards of the University of Arkansas Community College at Morrilton to concurrently enroll for academic courses.

The UACCM Concurrent Enrollment Program is a joint effort between UACCM and the area high schools. Upon approval of the students’ high school and UACCM, a student may take college courses on the UACCM campus or the high school campus, and receive both high school and college credits. The rules and regulations adopted by the students’ high school govern any high school academic credit/grades that may be awarded for course(s) taken at UACCM.

## High School and Home School Concurrent Enrollment Policy

The UACCM High School and Home School Concurrent Enrollment Program is an opportunity for high school and home school students to enroll in college courses to enhance or complement their high school or home school programs. High school students that have completed the 8th grade may concurrently enroll for credit courses by meeting the following criteria:

* Students must complete all of the admissions requirements for the College, including:
	+ High school GPA of 2.25 or higher and
	+ Achieve the minimum ACT scores of 15 in Reading, English, and Math; or equivalent test
* Student and parent must complete the Concurrent Enrollment Agreement.
* High school counselor/school official must complete the High School Permit to Register Form.
* Students must achieve a minimum 2.00 semester grade point average to continuously enroll. Students that do not maintain the minimum semester grade point average will not be allowed to enroll at UACCM for the following semester.
* Students will be classified as non-degree seeking and will not be eligible for federal financial aid.
* Students can complete a certificate or degree.
* Students can enroll in up to fifteen (15) credit hours in a semester.
* Students cannot enroll in remedial courses.
* Students must comply with all College policies and procedures.
* Students must meet the following criteria to enroll in courses:

### General Education:

* Satisfactorily complete any prerequisites, including placement scores, as defined in the College Catalog.
* Achieve the minimum ACT score of 19 in reading to enroll in any general education course.
* Achieve the minimum ACT score of 19 in reading and English to enroll in any general education English course.
* Achieve the minimum ACT score of 19 in reading and math to enroll in Quantitative Literacy.
* Achieve the minimum ACT score of 19 in reading and 20 in math to enroll in College Algebra.

### Career and Technical Education (CTE)/non-Secondary Career Center programs:

* Satisfactorily complete any prerequisites, including placement scores, as defined in the College Catalog.

Tuition, fees, books and supplies for General Education and CTE/non-Secondary Career Center programs are subject to the cost sharing agreement between UACCM and the school district. Contact the UACCM Admissions Office or your high school counselor for details.

### Secondary Career Center (SCC) Programs:

* Satisfactorily complete any prerequisites, including placement scores, as defined in the College Catalog.
* SCC students must enroll in the block of courses detailed in the program plan of study.

Tuition, fees, books and supplies for Secondary Career Center programs are paid for by the Office of Skills Development (OSD). Home school or private school students must be enrolled through the local public high school to be eligible for the OSD funding. Contact the UACCM Admissions Office or your high school counselor for details

The Vice Chancellor for Student Services in consultation with the Vice Chancellor for Academics reserves the right to waive any of the above requirements and allow a concurrent student to enroll in courses at UACCM.

# Academics

## Academic Advisors

Upon acceptance to the University of Arkansas Community College at Morrilton, high school concurrent students will be assigned an academic advisor housed in the Student Success Center, BTC 200. Specific questions pertaining to high school concurrent registration can be directed to Bobbi Yarbrough, Director of Advising and Concurrent Enrollment.

## Courses

Courses offered through the UACCM Concurrent Enrollment Program are college-cataloged courses with the same departmental designations, course descriptions, course numbers, titles, and credits. Students must meet all course prerequisites as stated in the UACCM College Catalog. The UACCM College Catalog, can be found at: [www.uaccm.edu/academics](http://www.uaccm.edu/academics).

## COURSE Schedule Online

A full list of courses is posted before each semester and is maintained until registration is concluded. UACCM reserves the right to cancel any course.

## Syllabus

The syllabus is the student’s contract for each course. The syllabus will provide information as to the course competencies, the instructor’s name, instructor’s office hours, office location, grading and evaluation process, and the ACTS equivalent course number. The syllabus is required to be posted on the Learning Management System.

## Class Attendance

In accordance with the UACCM attendance policy, as stated in the course syllabi, students are expected to attend class except when away on approved travel. **For concurrent students, any anticipated high school travel such as athletic events, band event, academic enrichment activity, etc. should be communicated to the Director of Advising and Concurrent Enrollment at least two weeks in advance so proper notification to instructors can be made and make-up class assignments and/or tests can be arranged.**

## Attendance Policy/Administrative Withdrawal Policy

Class attendance is a critical element for student learning. Prompt and regular attendance is expected of all students at the University of Arkansas Community College at Morrilton and is necessary in maintaining acceptable grades. All instructors will explain the administrative withdrawal policy at the beginning of each semester. Instructors establish the makeup policy for coursework for their courses and will include the administrative withdrawal policy and class makeup policy in the course syllabus.

In the event of an unavoidable absence because of illness or emergency, the student is responsible for contacting his or her instructor(s) regarding missed work and initiating arrangements for completing missed assignments.

Per Federal guidelines, institutions that require attendance are expected to monitor attendance records to determine in a timely manner if a student has withdrawn from a class due to nonattendance. If the student has not attended a class for 14 consecutive calendar days, the instructor will determine if the student still has a passing grade. If the student still has a passing grade, the student will not be considered withdrawn, but the instructor will continue to monitor if the student’s absences persist. Once a student has a grade of “F” in a class, they will be withdrawn from the course when he or she either has two consecutive weeks of absences, or two nonconsecutive weeks of lectures, labs, and/or other regularly scheduled class meetings.

Attendance in online and hybrid classes is determined by academic engagement. Academic engagement would include, but is not limited to, completing an academic assignment, taking an exam, participating in an interactive tutorial, participating in an instructor assignment study group, contributing to an academic online discussion, initiating contact with a faculty member to ask a question about the course, etc. Merely logging in to the electronic classroom does not constitute academic engagement. Instructors will record attendance once a week for online and hybrid classes on a day and time specified by the instructor in the syllabus. More information regarding the Administrative Withdrawal Policy can be found in the college catalog.

***For concurrent students, any anticipated high school travel such as athletic events, band event, academic enrichment activity, etc. should be communicated to the concurrent enrollment coordinator at least two weeks in advance so proper notification to instructors can be made and make-up class assignments and/or tests can be arranged.***

[www.uaccm.edu/academics/catalogs/21-22\_catalog.pdf](http://www.uaccm.edu/academics/catalogs/21-22_catalog.pdf)

## Dropping a Class

After registration has ended, all drops or withdrawals from classes must be made in the Registrar’s Office. Student drops (deleted from the course) or withdrawals (assigned a grade of “W”) from registered courses are subject to the following guidelines:

Students who have not made cash/credit payment or payment arrangements, or do not have their financial aid awarded by the published tuition payment deadline each semester or term may be dropped for non-payment from their course(s).

Students who initiate the drop process for a course(s) prior to the census date of each fall or spring semester (11th class day) or summer term (5th class day) will be dropped from the course(s). This course(s) will not appear on the student’s transcript.

Students who initiate the drop process for a course(s) after the census date of each fall or spring semester (11th class day) or summer term (5th class day) will be withdrawn from the course(s) and assigned a letter grade of “W.” This course(s), along with the “W” grade will appear on the student’s transcript.

Each semester there is a deadline as to when students may drop a class and receive a “W” on their transcript. Consult the Academic Calendar for the last day to drop with a “W.”

Tuition and fee refunds for concurrent students who drop courses will be consistent with the policy in the college catalog. Please refer to the college catalog for details regarding UACCM’s refund policy.

[uaccm.formstack.com/forms/course\_drop\_withdrawal\_form](https://uaccm.formstack.com/forms/course_drop_withdrawal_form)

## Final Exams

Final exam schedules are posted at the beginning of each term. Students whose class schedule results in three or more final exams on the same day may petition the Vice Chancellor for Academics to have one of the examinations moved to a different day.

## Grading System

The following grading system is utilized to evaluate students:

A 90%—100% 4 quality points

B 80%—89% 3 quality points

C 70%—79% 2 quality points

D 60%—69% 1 quality points

F Below 60 % 0 quality points

W Withdrawn 0 quality points

AW Administrative Withdrawal 0 quality points

I In-Progress 0 quality points

CR Credit 0 quality points

NC No Credit 0 quality points

AU Audit 0 quality points

P Pass 0 quality points

## In-Progress Grade (Incomplete Grade)

Students who receive a grade of “I” must contact the instructor immediately to make arrangements for completion of the course. The instructor sets a reasonable time limit in which the work must be completed, and a written agreement is signed by both the instructor and student. If, at the end of that time, the work has not been completed, the instructor changes the “I” to an “F.” Completed work receives the appropriate letter grade. In-Progress grades not completed within one semester automatically become an “F.”

## Continuing Eligibility

Each student is expected to make satisfactory progress in all courses taken. High school concurrent students must achieve a 2.00 grade point average (GPA) to continue concurrent enrollment status. Students that do not maintain the minimum semester grade point average will not be allowed to enroll at UACCM for a period of one year, unless otherwise approved by the Vice Chancellor for Student Services. The UACCM Academic Policy can be located in the College Catalog.

## Academic Honor Code

UACCM acknowledges the importance of honest academic behavior. The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and to recognize the importance of being accountable for one’s academic behavior.

Cheating and plagiarism are considered academic honor code violations. These violations are handled through the following procedures:

* An instructor who suspects a student is guilty of cheating or plagiarism within the instructor’s class must inform the student of this suspicion and provide the student with an opportunity to respond to this accusation.
* An instructor who believes a student is guilty of cheating or plagiarism within the instructor’s class may take the following actions:
	+ Issue a warning to the student;
	+ Lower the grade awarded to the student for the test or paper;
	+ Require the student to retake the test or rewrite the paper;
	+ Award no credit for the paper or test;
	+ Award the student a failing grade for the course; or
	+ Other action specified in the course syllabus
* A student who receives any of the above actions who feels the action is unjust may appeal the instructor’s decision to the Vice Chancellor for Academic Affairs. The student must present a written appeal to the Vice Chancellor for Academic Affairs within 10 days of the action by the instructor. The appeal document should contain the reason for the appeal. The Vice Chancellor for Academics will hold, within 10 class days of receipt of the appeal document, a hearing with the student and the instructor. The Vice Chancellor for Academic Affairs will notify the student of the decision within three workdays or class days of the conclusion of the hearing. The decision of the Vice Chancellor for Academic Affairs is final.

Cheating that occurs during an authorized test or assignment being administered in an alternate test location will be subject to the Academic Honor Code. The person responsible for monitoring the test or assignment will notify the instructor of the student accused of cheating who will then proceed with the Academic Honor Code procedures described above.

In extreme cases of cheating and/or plagiarism, the Vice Chancellor for Academics may bring the allegations to the attention of the Vice Chancellor for Student Services for possible Student Discipline and Misconduct violations. The Vice Chancellor for Student Services will determine if Student Judicial Procedures should be followed, in addition to any Academic Honor Code decisions already made.

## Student Evaluations of Faculty

Each semester, students will be given an opportunity to evaluate their faculty members. The students’ evaluations of the faculty members will be orchestrated by the Administrative Assistant for the Vice Chancellor for Academics after the mid-point of the semester. When it is time to complete the evaluation, the evaluation will be administered using an online assessment tool through a link on the learning management portal. The evaluation consists of 16 to 22 questions, depending on the type of class, with two comment boxes at the bottom of the evaluation. The evaluation will remain available to the students for approximately 3 weeks. Once the opportunity for evaluation is closed, the administrative assistant releases them to the faculty members after the final grades for the semester have been posted. The results are also released to the immediate supervisors of faculty members and the Vice Chancellor for Academics.

## The Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an “eligible student,” and all rights formerly given to parents under FERPA transfer to the student.   The student has the right to:

* Inspect and review the student’s education records within 45 days of the day the College receives a request for access.
* Request the amendment of the student’s education records that the student believes is inaccurate.
* Consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
* File a complaint with the U.S. Department of Education concerning alleged failures by the University of Arkansas Community College in Morrilton to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The UACCM website, [www.uaccm.edu/student/ferpa](http://www.uaccm.edu/student/ferpa), provides a copy of student’s rights under the act and the procedure for filing complaints.

# Transitioning and Transferring Credit to College

## Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) is accessible from the home page of the Arkansas Department of Higher Education. The web address is http://acts.adhe.edu/studenttransfer.aspx. This is the best source of information on course equivalencies for students. Students may click on the “Course Transfer (ACTS)” link and the “Student” link to compare courses from any two public institutions in the state. Students should select their institution using the “From Institution” window and compare the courses at that institution with the courses at the transferring institution by using the “To Institution.” Even though courses may be listed as comparable, some transfer policies apply. For example, courses with a grade of “D” are not guaranteed to transfer. Students should contact the receiving institution to see if courses with grades of “D” may be accepted for transfer. Courses taken at the lower division level (i.e., freshman and sophomore level) are not usually counted as upper division credit; consequently, some courses may not satisfy degree requirements at four-year institutions. Specific questions should be referred to the receiving institution.

It is the University of Arkansas Community College at Morrilton’s goal to provide students with the best advising possible. Students should consult their assigned advisor, division chair, or the Registrar’s Office when they have questions about transfer credit. Students who plan to transfer should review the degree requirements at the institution to which they plan to transfer and use that information in the selection of courses and electives to be taken at UACCM. The ACTS system provides students and institutions with current information on comparable courses between institutions in the state.

## Transfer Services

Students planning to transfer to a four-year institution can meet with an academic advisor in the Student Success Center (BTC 200) to learn more about the transfer process. Academic advisors aid students with mapping a degree plan at UACCM, reviewing scholarship opportunities, and starting the admissions process for transfer.

All Grades Received for College Courses Will Be Posted On The Student’s Official UACCM Transcript

## Transcripts

A copy of the students’ final grade report will be provided to their high school at the conclusion of each semester. Educational records maintained by UACCM may be released to the high school official or mailed to the address on file if the student is home schooled as indicated on the Permit-To-Register Form. Students wishing to protest or appeal a grade must do so in writing to the Registrar within 30 days following the end of the semester.

Official transcripts of a student’s work may be obtained from the Registrar’s Office by submitting a Transcript Request form, available from the Registrar’s Office or the Registrar section of the UACCM Web site. Requests for transcripts by mail should include the name of the student (maiden name, if applicable), social security number or college identification number, dates of attendance, the name and address of the person or institution to whom the transcript is to be mailed, and must be signed and dated by the student.

The University of Arkansas Community College at Morrilton reserves the right to deny transcripts or copies of records *(not required to be made available by FERPA)* in the following situations:

* The student has unpaid financial obligations to the University of Arkansas Community College at Morrilton. This also includes outstanding books or balances in the Library and outstanding tickets issued by Campus Police. The appropriate College office shall attempt to notify the student of the financial obligation due the College and the consequences of failing to resolve the debt.
* The student is missing required documents for admission purposes such as an Immunization Records, or transcript.
* The student’s signature does not match the signature in the official record. If no signature is on file for the student, the student may be asked to submit documentation such as a driver’s license or photo ID.
* There is an unresolved disciplinary action against the student.

Grades received in college courses, including withdrawals, administrative withdrawals and failing grades, are part of your permanent college transcript. These grades cannot be expunged and will remain on your official record.

# Information Technology

## HELP CENTER

The Help Center is a one-stop shop for students, faculty, and staff that have problems or questions concerning computer-related issues both on and off campus. The center can help with network account access issues, Blackboard issues, email access, account lockouts, Office365 access, and general campus software questions. Help Center staff will also assist with personal computing devices. Assistance is available through email at helpcenter@uaccm.edu, over the phone by calling 501-208-5312, or in person at the Library Complex in Room 103.

## UACCM Portal

The UACCM Portal is a one-stop access point for campus information.

### CampusConnect

CampusConnect provides each student with access to personal demographic information, unofficial UACCM transcript, class schedule, grades, account balance, and personal financial aid information.

### Blackboard Learn

The learning management system utilized by UACCM is Blackboard Learn. Instructors are required to post the course syllabus, grades, and attendance in Blackboard. Instructors may also post class announcements, notes, assignments, and due dates. Students are encouraged to check Blackboard daily.

## Student E-mail

The College will communicate with you through your UACCM e-mail account. Check your UACCM E-mail account frequently. Instructors will only respond to e-mails from students who use the UACCM e-mail account.

Please note that students are not allowed to use the “Reply All” feature in the UACCM email system. Students that violate this rule may be subject to disciplinary action, including loss of UACCM network privileges.

## Bring Your Own Device Recommendations

Students enrolled in courses at UACCM are required to bring your own device (BYOD) that would be suitable for use in scholastic activities such as note taking, document processing, email, and Internet research. While there are a wide range of choices available, students must acquire a device that meets or exceeds the following requirements. Please note that the minimum requirements will operate properly, but the highest affordable specifications are recommended.

### Processor Minimum Requirements

* PC: 1.6 gigahertz (GHz) or faster, 2 core or better
* Mac: Intel or Apple Silicon (As supported by the three most recent versions of macOS.)

### Memory Minimum Requirements

* PC: 4 GB RAM Minimum, 8 GB or greater recommended
* Mac: 4 GB RAM
* Chromebook: 4 GB RAM Minimum, higher amounts are recommended

### Hard Disk Minimum Requirements

* PC: 4.0 GB of available disk space
* Mac: 10 GB of available disk space
* Chromebook: 32 GB disk space minimum, 64 GB recommended

### Display Minimum Requirements

* PC: 1080 X 768 screen resolution (32-bit requires hardware acceleration for 4K and higher)
* Mac: 1280 x 800 screen resolution
* Chromebook: 32 GB disk space minimum, 64 GB recommended

### Graphics Minimum Requirements

* PC: Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update).

### Operating System Minimum Requirements

* PC: Windows 10 or Windows 11
* Mac: Office for Mac is supported on the three most recent versions of macOS. As new major versions of macOS are made generally available, Microsoft will drop support for the oldest version and support the newest and previous two versions of macOS. Product functionality and feature availability may vary on older systems. For the best experience, use the latest version of any operating system specified above.

### Network Requirements

* The current version of Internet Safari, Chrome, or Firefox.
* PC: Some features may require .NET 3.5 or 4.6 and higher to also be installed.
* 802.11n or 802.11ac wireless network capabilities or better

### High Performance Requirements

Certain programs at UACCM will require computing devices with higher performance standards. In these programs, students must secure a device that meets or exceeds the following specifications. Please note that the minimum requirements will operate properly, but the highest affordable specifications are recommended.

* **Computer:** Microsoft Surface Pro
* **Processor Minimum Requirements:** Intel Core i3
* **Memory Minimum Requirements:** 4 GB RAM, 8 GB or greater recommended
* **Hard Disk Minimum Requirements:** 128GB SSD
* **Display Minimum Requirements:** 2736 X 1824
* **Graphics Minimum Requirements:** Graphics hardware acceleration requires a DirectX 10 graphics card
* **Operating System Minimum Requirements:** Windows 10 or 11
* **Network Requirements:** The current version of Safari, Chrome, or Firefox, 802.11ac wireless network capabilities or better
* **Accessory**: Surface Pen

### Platform Considerations

* **Apple:** This platform performs well in our environment. There are apps to access Blackboard and OneDrive. There is a version of Office for Mac computers with an Intel processor, but there does not seem to be much accommodation for iPads. While not 100% compatible, it would still be acceptable assuming access to another computer.
* **Android**: Android offers much the same functionality that would be found on an Apple platform. While not 100% compatible, it would still be acceptable assuming access to another computer.
* **Chromebooks:** ChromeOS is essentially the Chrome browser running in a separate device.  Any web site or web-based application that can run in the browser will work on a modern Chromebook. In recent years, Google has expanded Chromebooks to include Android apps, including the Microsoft Office apps for Android.  If you’re buying a Chromebook, make sure you get a modern one with full app support, not an older non-app model.
* **Microsoft:** This platform offers the highest level of compatibility. All of the tools we use are 100% compatible with Windows. The only limitation would be the functionality of the device running the operating system.

# Student and Support Services

## Academic Commons

The Academic Commons provides three services for UACCM students: library services, tutoring services, and science study materials. The Gordon Library provides study and research materials and is a quiet place to complete homework. Reference material and media supporting all areas of instruction are located in the library along with private study rooms, tables, and printer/copier/scanner machine access. Computers, lending laptops, science study materials, and wireless internet access are available for use within in the Library Complex. Science study materials are available for use within the facility. Operational hours and contact information are available on the website:

<http://www1.youseemore.com/uaccm/default.asp>.

The Academic Commons website provides students with detailed, up-to-date information about Academic Commons services and access to instructional guides and electronic library databases. Students can search the library’s catalog to discover items available in the library’s collection.

Students must present a current UACCM student ID to borrow lending items or reserve study rooms in the Gordon Library.

## Tutoring

Tutors are available for students in person and online. The primary goal of tutoring services is to assist UACCM students in learning critical skills and strategies they can use to achieve academic success. Tutoring Services is designed to provide assistance to students in various courses based on need and demand. Tutoring Services is funded by UACCM and free to all currently enrolled UACCM students. Tutoring is intended to reinforce concepts introduced in UACCM courses.

Tutoring services strives to maintain a welcoming, confidential environment that is conducive to learning.

## Student Development

The transition to college is sometimes difficult and students are not always prepared for higher education. UACCM’s office of Student Development is here to help students become successful in several aspects of their academic career.

The Student Development office promotes development and student success in a variety of ways.

* **Personal Counseling** is offered by licensed counselors to develop interpersonal skills necessary to handle the stressors inside and outside of the classroom.
* **Career Planning** is designed to help students develop a career plan by exploring their career core (Interests, Personality, Values, & Abilities) with guidance from a licensed counselor.
* **Student Readiness** is program that helps students identify and develop their strengths and weaknesses as a student so that they perform better within the classroom.
* **Accessibility & Accommodations** ensures who students that register for services with our office receive individualized accommodation and develop advocacy skills needed.  ***Any student with a documented disability who receives services with an IEP or 504 is able to receive accommodations at the post-secondary level. These accommodations must be approved through the Student Development Office. Students will need meet with a counselor and submit documentation (IEP or 504). Not all accommodations at the high school level translate to the post-secondary level. Student Development will work students to try and remove barriers that they may face. Appointments can be made in person, virtually through WebEx, or by phone.***

Student Development is located in the Business Technology Center, Room 208.  Students can schedule an appointment by calling 501-977-2095 or by visiting the Student Success Center, Room 200.

NOTE: Students under the age of 18 must have parental permission in writing and in person at our office in order to receive services.

## Testing Services

Testing Services is available to students as a confidential and secure location to provide a wide-range of testing services. Tests such as CLEP, ACCUPLACER, PAX, and GED are administered through the Office of Testing Services. Proctoring services for make-up exams and online course exams will be scheduled through Testing Services, which is located in the Business Technology Center, Room 207.

## Student Study Lounges

Student study lounges are located on the second floor of the University Center, Kirk Building, and the first floor of the Library Complex. Student Union is a multi-purpose student center/TV lounge located on the west end of campus across from the Library Complex.

# Tuition, Fees, & Books

## Financial Aid

Students enrolled in secondary schools are not eligible to receive financial aid from Federal Student Aid programs, even if the student is simultaneously enrolled in an eligible postsecondary program. A student is considered to be enrolled in a secondary school if the student is pursuing a high school diploma (34CFR 668.32 (b). *Please be aware that college courses taken while enrolled in secondary school could affect financial aid for students when enrolling in college after high school graduation.*

## Tuition and Fees

Payment of tuition and fees is required prior to established deadlines. Balances must be paid in full or a tuition payment plan must be established (Nelnet – see Payment Plan on the college website). If one of these has not occurred, the student’s registration may be cancelled.

If a student has an outstanding balance after the semester begins, the student must begin making payments. If the account is delinquent at the end of the term, it is then included in the Department of Finance and Administration Set Aside Program, and the College will seek to collect funds from the individual’s state income tax refund. Student account balances will also be turned over to First Collection Services for collections procedures. Students may not be allowed to re-enroll if their account is delinquent. The student’s file may also be sealed during this time. For more information, please contact the UACCM Accounts Receivable department at (501) 977-2023.

The following link provides information on tuition and fees: www.uaccm.edu/finance/tuition.html

## Online Payment Options

To help students manage their tuition payment a little easier, UACCM is pleased to offer a tuition payment plan. It is not a loan program; therefore, you have no debt. There are no interest or finance charges and no credit check. The only cost to sign up for monthly direct draw tuition payments through Nelnet is $35 per semester. Using Nelnet is simple; sign up online at www.uaccm.edu, under payment plan, after you have registered.

Full payments can be made in CampusConnect under Account Info-Review/Pay Account.

## UACCM Bookstore

The UACCM Bookstore, located in the Business Technology Center, offers textbooks, supplies, and apparel. To view bookstore information, visit [theuaccmbookstore.com/](https://theuaccmbookstore.com/) or call (501) 208-5325.

# ID, Parking, & Campus Safety

## Photo Identification

Students are required to obtain a photo identification card for **free** from the Admissions Office in the University Center. The photo ID is required for library access and local business discounts. The photo ID card is to be carried at all times when on campus. There is a charge for student ID card replacement.

## Parking/Registering Vehicles

UACCM students and employees who operate vehicles on the UACCM campus are required to register their vehicle with the UACCM Campus Public Safety Office. Students will receive a numbered decal (permit) which should be placed on the left rear window of the vehicle or the left rear bumper. Permits can be obtained **free** at the Information Desk located in the University Center.

## Emergency Alert System

The UACCM Emergency Alert System allows campus administrators to quickly communicate with students, faculty, and staff in the event of an urgent situation on campus such as campus closings, severe weather, or security incidents. The privacy and priority of this information will be preserved and will not be shared with third parties for commercial or other purposes than this notification system.

To sign up for the Emergency Alert System, please log into the UACCM Portal using your USERID and password. Select the Emergency Alert tab and follow the instructions for submitting your emergency contact information.

Please contact the Vice Chancellor for Student Services for questions about the UACCM Emergency Alert System.

## Severe Weather Policy

In the event that the weather is so severe that the College administrative officers close the campus, the closing will be reported to Little Rock, Arkansas, television stations and KVOM Radio (800 AM or 101.7 FM), and a notification message will be sent to the Emergency Alert System registered users. Information about closing will also be posted on the UACCM Facebook page. Students should exercise judgment for personal safety regardless of College announcements as there is no way the administration can review road conditions throughout the College’s service area.

## Student Code of Conduct

Students of the University of Arkansas Community College at Morrilton (UACCM) are expected to conduct themselves in a manner that respects the rights of other members of the UACCM community and conforms to the rules and regulations of the College and the laws of the state of Arkansas and the United States of America. The UACCM Student Code of Conduct can be found in the Student Handbook at <https://www.uaccm.edu/student/handbook/22-23_student_handbook.pdf>.

## Public Safety Department/Campus Police

The UACCM Office of Public Safety is located in the Public Safety Building just west of the Kirk Building. Campus police officers patrol the campus in an effort to provide a safe educational setting. Campus police officers are certified law enforcement officials and are on the campus to assist and protect students, employees, and approved visitors. Should you need the assistance of a campus police officer, contact Public Safety at (501) 208-7377.

## Security/Safety

The University of Arkansas Community College at Morrilton strives to provide a safe, secure, and orderly environment for students, faculty, staff, and guests. Campus safety is dependent on everyone. Students are encouraged to report crimes, suspicious people, or suspicious activities to the campus police officers. The College publishes an annual Campus Safety Report by September 1 of each year, which contains statistics, and a description of the efforts to promote campus safety and ways to report crimes or suspicious activities. The report is available to prospective students, enrolled students, faculty, and staff online at www.uaccm.edu or from the Vice Chancellor for Student Services.

## Security Awareness & Crime Prevention Programs

The Department of Public Safety compiles campus crime statistics and these statistics are distributed electronically annually to students and staff. Should potentially dangerous situations occur, they will be communicated to students through an emergency alert system. Campus crime statistics are available online at www.uaccm.edu or from the Vice Chancellor for Student Services. Federal law requires that colleges maintain a list of any sex offenders employed by the College or attending the College and make this list available to individuals as needed. If any sex offenders become affiliated with the University of Arkansas Community College at Morrilton, a record of their level of offense and their affiliation will be maintained in the Vice Chancellor for Student Services’ Office, 1537 University Blvd., Morrilton, Arkansas 72110. The Notification of Sexual Offender Review Committee will determine distribution of information regarding sexual offenders.

## Illness or Accident

UACCM reserves the right to call for ambulance service, if in the judgment of College personnel, the situation merits such action. The person requiring medical assistance will be responsible for any costs related to medical or ambulance service.

# Contacts

**University of Arkansas Community College at Morrilton 501-977-2000**

| **Name/Title** | **Phone Number** | **Email Address** |
| --- | --- | --- |
| **Darren Jones**Vice Chancellor for Student Services | 501-977-2191 | jones@uaccm.edu |
| **Dr. Richard Counts**Vice Chancellor for Academics  | 501-977-2001 | counts@uaccm.edu |
| **Bobbi Yarbrough**Director of Advising & Concurrent Enrollment  | 501-208-5303 | yarbrough@uaccm.edu |
| **Luke Kordsmeier**Coordinator of Student Recruitment | 501- 354-7573 | kordsmeier@uaccm.edu |
| **Sandra Sponer**Academic Advisor | 501-354-7585 | sponer@uaccm.edu |
| **Aubrey Viereck** Academic Advisor  | 501-208-5305 | aviereck@uaccm.edu |
| **Robert Keeton**Dean of Science, Technology, and Mathematics | 501-977-2008 | keeton@uaccm.edu |
| **Dr. Jessica Rohlman**Dean of Workforce Education and Training | 501-977-2004 | rohlman@uaccm.edu |
| **Marilyn Thomas**Dean of General Education | 501-977-2070 | thomas@uaccm.edu |
| **Darrell Moore**Dean of Nursing and Allied Health | 501-977-2049 |  mooredarrell@uaccm.edu |
| **Cody Davis**Director of Student Development | 501-977-2095 | studentdevelopment@uaccm.edu |
| **Linda Holland**Registrar | 501-354-7565 | holland@uaccm.edu  |
| **Kim Rathbun**Fiscal Support Analyst (Payment Plan) | 501-977-2066 | rathbun@uaccm.edu |

University of Arkansas Community College at Morrilton is committed to excellence in learning and personal enrichment.

# Academic Calendar

## FALL 2023

### RETURNING-STUDENT ONLY REGISTRATION

All courses = April 3 - April 14

### ALL-STUDENT REGISTRATION

All courses = April 17 - August 25

### NEW STUDENT ORIENTATIONS

New Student Orientation = August 2 at 9:00 am
New Student Orientation = August 10 at 9:00 am
New Student Orientation = August 18 at 9:00 am

### COURSES BEGIN

Full-term courses = August 23
8-week 1 courses = August 23
8-week 2 courses = October 19

### LAST DAY TO DROP WITH 100% REFUND

Full-term courses = August 29
8-week 1 courses = August 25
8-week 2 courses = October 23

### LAST DAY TO DROP WITH 50% REFUND

Full-term courses = September 6
8-week 1 courses = August 29
8-week 2 courses = October 25

### LAST DAY TO WITHDRAW WITH A “W”

Full-term courses = November 29
8-week 1 courses = September 28
8-week 2 courses = November 29

### LAST DAY OF SCHEDULED CLASSES

Full-term courses = December 13
8-week 1 courses = October 12
8-week 2 courses = December 13

### FINAL EXAMS

Full-term courses = December 14-15 & 18-19
8-Week 1 courses = October 13
8-Week 2 courses = December 14-15 & 18-19

### CLOSURES

Labor Day = September 4
Fall Break = October 16 - 17
Thanksgiving = November 22 - 24

### CEREMONIES

Registered Nursing Pinning = December 19
Practical Nursing Pinning = December 15

### SPECIAL DATES

Deadline to submit application for 2023-2024 Graduation = March 15, 2024

Graduation Fest for 2023-2024 Ceremony (held in May 2024) = November 9 at 11:00 am

## SPRING 2024

### RETURNING-STUDENT ONLY REGISTRATION

All courses = October 23 - November 10

### ALL -STUDENT REGISTRATION

All courses = November 13 - January 19

### NEW STUDENT ORIENTATIONS

New Student Orientation = January 11 at 9:00 am

### COURSES BEGIN

Full-term courses = January 17
8-week 1 courses = January 17
8-week 2 courses = March 11

### LAST DAY TO DROP WITH 100% REFUND

Full-term courses = January 23
8-week 1 courses = January 19
8-week 2 courses = March 13

### LAST DAY TO DROP WITH 50% REFUND

Full-term courses = January 30
8-week 1 courses = January 23
8-week 2 courses = March 15

### LAST DAY TO DROP WITHDRAW A “W”

Full-term courses = April 23
8-week 1 courses = February 21
8-week 2 courses = April 23

### LAST DAY OF SCHEDULED CLASSES

Full-term courses = May 7
8-week 1 courses = March 6
8-week 2 courses = May 7

### FINAL EXAMS

Full-term courses = May 9-10 & 13-14
8-Week 1 courses = March 7
8-Week 2 courses = May 9-10 & 13-14

### HOLIDAY CLOSURES

Martin Luther King Jr. Day = January 15 (Campus Closed)

### COMMENCEMENT CEREMONIES

Practical Nursing Pinning = May 16
Commencement = May 18 at 10:00 am

### SPECIAL DATES

Deadline to submit application for 2023-2024 Graduation = March 15, 2024

Graduation Fair for 2023-2024 Ceremony = March 12 at 8:00 am-2:00 pm and
5:00 pm-7:00 pm

Spring Break=March 18 - March 22
(no classes)

## INTERSESSION 2024

### RETURNING-STUDENT ONLY REGISTRATION

All courses = April 1 - April 19

### ALL -STUDENT REGISTRATION

All courses = April 22 - May 15

### COURSES BEGIN

All courses = May 16

### LAST DAY TO DROP WITH 100% REFUND

All courses = May 16

### LAST DAY TO DROP WITH 50% REFUND

All courses = May 17

### LAST DAY TO DROP WITHDRAW A “W”

4-week courses = May 28

### LAST DAY OF SCHEDULED CLASSES

4-week courses = May 30

### FINAL EXAMS

4-week courses = May 31

## SUMMER 1 2024

### RETURNING-STUDENT ONLY REGISTRATION

All courses = April 1 - April 19

### ALL -STUDENT REGISTRATION

All courses = April 22 - May 31

### COURSES BEGIN

All courses = June 3

### LAST DAY TO DROP WITH 100% REFUND

All courses = June 4

### LAST DAY TO DROP WITH 50% REFUND

All courses = June 6

### LAST DAY TO DROP WITHDRAW A “W”

4-week courses = June 19
8-week courses = July 11

### LAST DAY OF SCHEDULED CLASSES

4-week courses = June 26
8-week courses = July 25

### FINAL EXAMS

4-week courses = June 27
8-week courses = July 29

## SUMMER 2 2024

### RETURNING-STUDENT ONLY REGISTRATION

All courses = April 1 - April 19

### ALL -STUDENT REGISTRATION

All courses = April 22 - June 28

### COURSES BEGIN

All courses = July 1

### LAST DAY TO DROP WITH 100% REFUND

All courses = July 2

### LAST DAY TO DROP WITH 50% REFUND

All courses = July 5

### LAST DAY TO DROP WITHDRAW A “W”

All courses = July 18

### LAST DAY OF SCHEDULED CLASSES

All courses = July 25

### FINAL EXAMS

All courses = July 29